

City of Westfield Storm Water Abatement Form Instructions

Please follow the procedure listed below to file an abatement with the Department of Public Works (DPW).

All requests for abatement **MUST** be filed within thirty (30) days of the date of the bill. No abatement requests will be granted unless the bill has been paid in full prior to requesting the abatement. The abatement will be on the next bill.

You must provide the DPW with sufficient information to conclude that it is more likely than not that the bill is in error. Please provide any documentation that would help in the analysis. In addition, please be sure to fill out the top portion of the form in full and sign and date the form.

Once received, the DPW will have sixty (60) days to act on the request for abatement. You will receive written notice of the decision in the mail.

Persons aggrieved of the decision of the DPW may, within thirty (30) days of the date of the written decision, file an appeal to the Board of Public Works. Such appeal shall be in writing and shall specify the grounds for the appeal. The Board of Public Works will schedule a hearing within ninety (90) days of the date of the filing and notify you of the date, time and place of the hearing. Failure to attend the hearing shall be grounds for denial. You will receive a written decision within ten (10) days of the hearing.

**CITY OF WESTFIELD
DEPARTMENT OF PUBLIC WORKS
STORM WATER MANAGEMENT ABATEMENT REQUEST**

Date: _____

Date of Bill: _____ Bill Number: _____ Amount Paid: _____

Name: _____ Telephone Number: _____

Property Location: _____

Property Owner/Authorized Representative: _____
(signature)*required

Reason for requesting Abatement (please provide any necessary documentation): _____

FOR OFFICE USE ONLY

Reason Confirmed with: _____
(signature of department making confirmation)

Explanation of department confirming: _____

(please write detailed explanation)

Granted: _____ Denied: _____

Approved by: _____
Superintendent of Public Works

Abatement Number: _____ Abatement Amount: _____

The City Collector is hereby authorized to allow abatement on bill committed for collection, as stated above.